

WEEK IN REVIEW

A publication of the City Manager's Office

Council Meeting

July 9 - [City Council Meeting Agendas](#)

Looking Ahead

Wednesday, July 10: Board of Zoning Appeals meeting

Thursday, July 11: Board of Architectural Review, Old Town Advancement Commission meetings

Tuesday, July 16: Economic Development Authority, Planning Commission meetings

Thursday, July 18: Tourism Board meeting

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The City of Winchester celebrated the 4th of July and the City's 275th anniversary with free admission to four of Winchester's museums.

City Manager's Takeaways

Discussed next steps on the construction of the Burn Building for training of WFRD personnel.

Along with Public Services Director, visited various capital projects in the City to assess progress and determine next steps.



Public Safety

Winchester Police

- Completed vehicle check sheets.
- Continued National Night Out planning.
- Secured Winchester Pride event and Rockin' Independence Eve.
- Conducted Virginia Criminal Information Network training.
- Attended Save Your Life training in Washington, D.C.
- Presented two policies to command staff for review.
- Scheduled a Combat the Cat follow up video for July 9 as part of National Vehicle Theft Awareness Month.
- Hired three new officers.
- Attended Drug Court graduation, CITAC meetings, and drug coalition meetings.
- Crime stats:
 - Crimes against persons (felony) - 1
 - Crimes against persons (misdemeanor) - 5
 - Burglaries (residential) - 0
 - Burglaries (commercial) - 0
 - Property crimes: 1

Winchester Fire and Rescue

- Completed preventive maintenance on all stretchers and load systems in EMS units.
- Attended Worlds of Work (WOW) Planning meeting.
- Met with Lantz Construction to discuss the burn building project and contract finalization.
- Reviewed Unifirst uniform contract.
- Continued holding transition meetings - this week, Chief Garrett met with Human Resources.
- Established Communications Plan for field personnel.
- Met with the Operation Medical Director to come up with a strategy to increase the Cardiac Arrest resuscitation rate.
- Consulted with Personal Protective Gear vendor regarding a specification change and sizing clarification
- Worked on fiscal year 2020 Paramedic program plans.
- Prepared for new firefighter interviews.
- Uploaded the [weekly incident report](#) to the Fire & Rescue web page.

Police Activity	#
Calls for Service	799
Crash Reports	10
DUI/DWI	2
Alarms/False Alarms	26/26
Directed Patrols	48
Directed Patrols (OTW)	7
Extra Patrols	91
Extra Patrols (OTW)	1
Traffic Citations	73
Traffic Warnings	55
Special Events Permits Received/ Approved	2/0 50 rec'd YTD

Fire Activity	Fire Activity
Fire	3
Overpressure	0
EMS/Rescue	93
Hazardous Cond.	0
Service Call	8
Mutual Aid Given	5
Good Intent	4
False Alarms	6
Special Incident	1
Plan Review	0
Inspections	31
Reinspections	12

Emergency Management

- Met with Public Works to determine radio requirements for the new City Yards facility.
- Attended Spotted Lantern Fly training.
- Reviewed FY2020 department budget.
- Configured live video streaming cloud service for sUAS transmission.
- Continued development of Emergency Operations Center Standard Operating Procedure.

Development Services

Economic Redevelopment

- Completed the loan process for a small business loan for Nibblin's as part of their new location on Loudoun Street
- Conducted 3 business retention/expansion interactions with city businesses.
- Held call with Site Location Partnership to discuss potential new target industries for upcoming year.
- Met with Old Town Advancement Commission chair to discuss staffing changes.
- Continued coordinating with Fire & Rescue personnel on training efforts within the Kent/Piccadilly properties prior to the planned demolition.

Winchester/Frederick County Tourism

- Met with a rep from the Museum of the Shenandoah Valley to discuss possible Spottswood Poles related programming or events in the future.
- Held a Tourism Board Marketing Committee meeting to discuss and get underway the bid process for a new ad and video campaign.
- Met with a rep from Shenandoah University to discuss their plans for increasing use of the Wilkins Events Center as a venue for outside events/concerts/etc.
- Distributed Visitor Guides all week to hotels and attractions throughout the City and County and did site visits as part of that effort.
- Continued planning for the first Newcomer's Event to be held at the Visitor Center on Thursday, July 11 to welcome new residents to the area.

Old Town Winchester

- Continued Farmers Market promotion and vendor outreach. Responded to 2 new vendor inquiries and discussed additional market products with 2 current vendors.
- Coordinated with Winchester Little Theater regarding performance during the farmers market on July 6.
- Met with Old Town Advancement Commission Chair to review meeting agenda.
- Held successful Rockin' Independence Eve event.
- Assisted 4 tourists and 8 locals at the Welcome Center.

Planning

- Staffed the Planning Commission's July 2nd work session where items appearing on the July 16th regular meeting agenda were reviewed. Three rezoning cases are scheduled for public hearings. They are:
 - A 4.8-acre PUD rezoning known as Harrison Plaza PUD which will include 70 apartment units and some commercial development at the northeast corner of Hope Drive and Valor Drive
 - A 0.95-acre PUD at 412 Smithfield Ave which will allow for legally retaining three apartment units in a formerly all-commercial building
 - A 5.1-acre conventional rezoning from Intensive Industrial (M-2) to Commercial Industrial (CM-1) for an existing commercially developed site at 2508 Papermill Rd (Noland)
- Finalized dates for the four Comprehensive Plan public input sessions to be held July 25th, July 29th, July 31st, and August 6th. Sessions will be held at the four City elementary schools. A schedule can be found on the Planning Department's [website](#).
- Gave a PowerPoint presentation of the Shaping Winchester online survey responses to date to the Planning Commission at the July 2nd work session.
- Prepared and electronically distributed the July 11th Board of Architectural Review meeting agenda.
- Met with engineers and surveyors working for private property owners and developers regarding private development projects.

Zoning and Inspections

- Completed:
 - 45 building permit inspections and issued 85 building/trades permits (\$431,364 valuation)
 - 203 code enforcement inspections and initiated 80 new cases
 - 4 new business reviews (3 Certificates of Business, 1 Certificate of Home Business)
- Removed 22 signs from the public rights of way.
- Attended:
 - Planning Commission work session
 - Community Response Team (CRT) meeting.

Permit #	Type	Address	Description	Value
19 00001968	NRRM	95 FEATHERBED LN	TENANT FIT OUT	\$10,000.00
19 00002175	PLBG	3103 VALLEY AVE STE 106	INSTALL APPLIANCES	\$1,000.00
17 00001137	FSUP	1870 AMHERST ST	ADDED HEADS	\$0.00
19 00002171	NGAS	318 STONEHENGE RD	REPLACEMENT FURNACE	\$100.00
19 00001176	PLBG	329 WOOD AVE	ADD WASHING MACHINE	\$500.00
19 00002172	PLBG	521 COLSTON PL	EXPANSION TANK/ W.HEATER	\$3,800.00
19 00002175	NGAS	3103 VALLEY AVE STE 106	INSTALL APPLIANCES	\$0.00
19 00002172	NGAS	521 COLSTON PL	REPLACE W.HEATER	\$3,800.00

Permit #	Type	Address	Description	Value
19 00002159	NRRM	650 S114 CEDAR CREEK GR	REMODEL OF EXISTING SPACE	\$9,800.00
19 00002167	MECH	324 MILLER ST	NEW HEAT PUMP	\$3,900.00
19 00002179	PLBG	212 N KENT ST	REPLACEMENT LINES	\$2,000.00
19 00001191	MECH	373 FOX DR	REPLACEMENT HEAT PUMP	\$3,100.00
19 00002171	MECH	318 STONEHENGE RD	REPLACEMENT FURNACE	\$3,100.00
19 00002180	AMUS	1001 E CORK ST	BOUNCE HOUSE FOR 6/30/19	\$279.00
19 00000164	NRRM	2934 VALLEY AVE	INTERIOR REMODEL	\$60,000.00
19 00002183	PLBG	529 BATTLE AVE	REPLACE SEWER LINE	\$2,000.00
19 00002164	ELEC	409 BATTLE AVE	REPLACE SE CABLE	\$1,500.00
19 00001191	ELEC	373 FOX DR	REMODEL, SVC UPGRADE	\$6,000.00
19 00001631	PLBG	665 HILLMAN DR	NEW FIXTURES	\$15,000.00
19 00002123	ELEC	137 LAMBDEN AVE	CHG SVC CABLE	\$900.00
19 00002182	MECH	229 OPEQUON AVE	INSTALL PELLET STOVE	\$150.00
19 00002053	DECK	216 MYRTLE AVE	6X8 DECK	\$1,000.00
19 00000731	ELEC	11 MEADOW BRANCH AVE	TEMP SERVICE	\$1,500.00
19 00000731	NGAS	11 MEADOW BRANCH AVE	NEW HVAC SYSTEM	\$10,000.00
19 00002122	ELEC	15 E LEICESTER ST	RELOCATE PANEL	\$650.00
19 00001927	ELEC	308 SMITHFIELD AVE	ADDING OUTLETS	\$2,000.00
19 00002195	PLBG	303 BELLVIEW AVE	EXPANSION TANK	\$0.00
19 00000731	PLBG	11 MEADOW BRANCH AVE	NEW FIXTURES	\$130,000.00
19 00002193	PLBG	901 BRECKINRIDGE LN	REPLACE WATER HEATER	\$1,100.00
19 00000731	MECH	11 MEADOW BRANCH AVE	NEW HVAC SYSTEM	\$140,000.00
19 00002190	PLBG	10 GLAIZE AVE	EXPANSION TANK	\$200.00
19 00002200	PLBG	354 GEORGE ST	EXPANSION TANK	\$200.00
19 10000045	PSDM	37 E PICCADILLY ST	DISP. OF MERCH.	\$25.00
19 00002169	PLBG	205 LIBERTY AVE	REPLACE W. HEAT/ EXPANSION TANK	\$2,500.00
19 00002202	PLBG	373 FOX DR	EXPANSION TANK	\$200.00
19 00002199	PLBG	327 RIDGE AVE	EXPANSION TANK	\$200.00

Permit #	Type	Address	Description	Value
19 00002191	PLBG	19 MONTAGUE CIR	EXPANSION TANK	\$200.00
19 00002192	PLBG	115 W WHITLOCK AVE	EXPANSION TANK	\$200.00
19 00002193	NGAS	901 BRECKINRIDGE LN	REPLACE WATER HEATER	\$200.00
19 00002198	PLBG	319 LANNY DR	EXPANSION TANK	\$200.00
19 00002189	PLBG	304 S KENT ST	EXPANSION TANK	\$200.00
19 00002201	PLBG	360 GEORGE ST	EXPANSION TANK	\$200.00
19 10000045	PSPS	37 E PICCADILLY ST	PORTABLE SIGN	\$10.00
19 00002194	PLBG	132 WOOD AVE	EXPANSION TANK	\$200.00
19 00002213	PLBG	1614 ROBERTS ST	EXPANSION TANK	\$200.00
19 00002253	PLBG	1800 AMHERST ST	EXPANSION TANK	\$200.00
19 00002230	PLBG	19 MONTAGUE AVE	EXPANSION TANK	\$200.00
19 00002206	PLBG	507 YORKTOWNE PL	EXPANSION TANK	\$200.00
19 00002236	PLBG	233 OPEQUON AVE	EXPANSION TANK	\$200.00
19 00002252	PLBG	2082 S PLEASANT VALLEY RD	EXPANSION TANK	\$200.00
19 00002204	PLBG	412 LANNY DR	EXPANSION TANK	\$200.00
19 00002254	PLBG	1000 BERRYVILLE AVE	EXPANSION TANK	\$200.00
19 00002223	PLBG	1637 WHITTIER AVE	EXPANSION TANK	\$200.00
19 00002207	PLBG	512 BATTLE AVE	EXPANSION TANK	\$200.00
19 00002234	PLBG	304 BELLVIEW AVE	EXPANSION TANK	\$200.00
19 00002216	PLBG	1615 S LOUDOUN ST	EXPANSION TANK	\$200.00
19 00002176	DECK	532 BELLVIEW AVE	REPLACE PORCH/STEPS	\$5,000.00
19 00002205	PLBG	424 FOX DR	EXPANSION TANK	\$200.00
19 00002259	PLBG	109 E JAMES ST	EXPANSION TANK	\$200.00
19 00002177	PLBG	308 S BRADDOCK ST	EXPANSION TANKS	\$400.00
19 00002212	PLBG	1605 PONDVIEW DR	EXPANSION TANK	\$200.00
19 00002203	PLBG	406 FOX DR	EXPANSION TANK	\$200.00
19 00002225	PLBG	2633 VALLEY AVE	EXPANSION TANK	\$200.00
19 00002265	PLBG	227 CHESTNUT ST	EXPANSION TANK	\$200.00
19 00002211	PLBG	1412 S LOUDOUN ST	EXPANSION TANK	\$200.00

Permit #	Type	Address	Description	Value
19 00002208	PLBG	512 BATTLE AVE	EXPANSION TANK	\$200.00
19 00002266	PLBG	311 LANNY DR	EXPANSION TANK	\$200.00
19 00002221	PLBG	1634 ROBERTS ST	EXPANSION TANK	\$200.00
19 00002226	PLBG	2928 SORRELL CT	EXPANSION TANK	\$200.00
19 00002233	PLBG	302 BELLVIEW AVE	EXPANSION TANK	\$200.00
19 00002255	PLBG	434 MILLWOOD AVE	EXPANSION TANK	\$200.00
19 00002232	PLBG	27 W SOUTHWERK ST	EXPANSION TANK	\$200.00
19 00002228	PLBG	10 E BOND ST	EXPANSION TANK	\$200.00
19 00002209	PLBG	512 DARRVIEW ST	EXPANSION TANK	\$200.00
19 00002251	PLBG	2004 S PLEASANT VALLEY RD	EXPANSION TANK	\$200.00
19 00002261	PLBG	137 FOX DR	EXPANSION TANK	\$200.00
19 00002231	PLBG	20 GLAIZE AVE	EXPANSION TANK	\$200.00
19 00002264	PLBG	210 PINE ST	EXPANSION TANK	\$200.00
19 00002235	PLBG	724 WOODLAND AVE	EXPANSION TANK	\$250.00
19 00002257	PLBG	17 GLAIZE AVE	EXPANSION TANK	\$200.00
19 00002263	PLBG	172 S103 LINDEN DR	EXPANSION TANK	\$200.00
19 00002227	PLBG	3040 SHAWNEE DR	EXPANSION TANK	\$200.00
19 00002204	PLBG	412 LANNY DR	EXPANSION TANK	\$200.00
19 00002229	PLBG	19 E WHITLOCK AVE	EXPANSION TANK	\$200.00
19 00002224	PLBG	1803 S LOUDOUN ST	EXPANSION TANK	\$200.00
19 00002210	PLBG	533 BATTLE AVE	EXPANSION TANK	\$200.00
Total: 86				\$431,364

Public Services

- The contractor began pouring the concrete footers for the new Parks maintenance building.
- Met with the Fire and Rescue Department and the contractor to review the new burn training building construction project.
- The sidewalk repairs continue to progress. To date, approximately 7 miles of sidewalks have been repaired by grinding down the concrete where possible and placing asphalt in other places to make the sidewalks safe and passable.
- Provided assistance for the Rockin' Independence Eve celebration.
- Began installing new way finding signage throughout the City.

Utility Capital Improvement Projects (7/1/18-present)

Measure	Past Week	Project Totals
Water mains replaced (linear feet)	0	5,548
Water service lines replaced (number)	5	364
Water meters replaced (number)	26	1,068
Sanitary sewer mains replaced/lined (linear feet)	88	4,728
Sanitary sewer laterals replaced (number)	6	95
Sanitary manholes replaced (number)	0	25
Sidewalks replaced (linear feet)	887	17,308
Sidewalks repaired (linear feet)	8,463	35,487

Division	Activity	Past Week	2019 Year-to-Date Totals	Measurement
Streets	Streets repaved	0	3.91	Lane miles
	Potholes repaired	2	137	#
	Mowing	5.38	207.59	Acres
	Miles of streets swept	70.90	1,365.30	Miles
	Tons of leaves hauled	0	32.80	Tons
Trees	Dead/diseased trees removed	3	96	#
	Trees trimmed	4	312	#
	Stumps removed	1	137	#

Division	Activity	Past Week	2019 Year-to-Date Totals	Measurement
Traffic	Street signs Installed/replaced	6	231	#
	Pavement markings repainted (City)	0	3,331.50	Linear feet
	Pavement markings repainted (contractor)	0	19,278	Linear feet
Refuse & Recycling	Refuse collected	125.64	3,271.18	Tons
	Recycling collected	55.90	1,332.81	Tons
	Large item pickups	7	114	#
Transit	Total passengers	2,846	63,925	#
	Revenue miles pick up/drop off	4,192	92,556	Miles
	Revenue hours pick up/drop off	377.15	8,431.6	Hours
Utility billing	Payments processed	1,696	37,457	#
	New bills mailed out	2,196	37,320	#
	Water services turned off (non-payment)	34	282	#
Water treatment plant	Average daily water demand	6.19	6.15	Million gallons/ day
	Peak daily water demand	6.57	7.52	Million gallons/ day
Wastewater treatment plant	Average daily flow treated	6.89	9.44	Million gallons/ day
	Peak daily flow treated	8.50	20.04	Million gallons/ day
Water distribution and wastewater collection	Water main breaks repaired	0	8	#
	Water meters read	803	38,705	#
	Fire hydrants flushed	45	745	#
	Sewer mains cleaned	2,526	82,301	Linear feet
	After-hours call outs	4	147	#
Engineering	Site plans reviewed	0	49	#
	Floodplain permits issued	0	59	#
	Utility as-builts reviewed	0	5	#
	Right-of-way permits issued	1	105	#
	Land disturbance permits issued	0	6	#
	Stormwater facility inspections	0	111	#
	Erosion and sediment control inspections	47	1,315	#
	Erosion and sediment notices to comply	0	18	#
Facilities Maintenance	Work requests completed	26	523	#
	Special events assistance	2	24	#
	Maintenance of pedestrian mall	33	874	Staff hours

Division	Activity	Past Week	2019 Year-to-Date Totals	Measurement
Equipment maintenance	Total repairs completed	48	2,401	#
Winchester Parking Authority	Work requests completed	6	192	#
	Special events - assistance provided	0	13	#
	Vandalism or property damage issues	0	12	#
	New monthly rentals	4	138	#
	Monthly rental cancellations	5	69	#
	Hourly parkers (all four garages)	3,457	73,625	#
	Park-Mobile transactions	813	17,290	#
	Meter violations	209	4,928	

Social Services

- Received 127 Benefit Program applications: 25 SNAP, 52 Medicaid, 3 TANF, 1 VIEW, 0 Child Care, 0 Auxiliary Grant, 0 General Relief-Burial, 46 Home Energy Assistance Program
- Provided case management to:
 - 3,547 Medicaid cases
 - 1,531 SNAP cases
 - 61 TANF cases
 - 20 Auxiliary Grant cases
 - 47 individuals receive VIEW services
 - 51 families/106 children receive Child Care Subsidy Assistance (77 families/124 children are currently on the waiting list for child care assistance).
- Provided case management to 1 Interstate Compact on the Placement of Children (ICPC) case.

Weekly Activity	#
Clients walk-ins/drop-offs	136/117
Child Protective Service referrals	8
Placed "on notice" for foster care entry by JDRC	3
Children in foster care	47
Entered/exited foster care	0/2
Adoption subsidy cases/adoptions finalized	56/0
Child Protective Service (CPS) case management load	46
Benefit program fraud & overpayment referrals/investigations/recoupment claims	2/5/22

Weekly Activity	#
CPS family assessments & investigations of alleged maltreatment	87
Family Service intakes	8
Adult Protective Service referrals	5
Adult services case management load	7
Adult guardianships/cases	2/71
Adult Protective Service investigations/intakes	28/7
Family Services Prevention case management load	8
Uniform Assessment Instrument screenings	2

Support Services

Innovation & Information Services

- Continued working with Treasurer and Commissioner of the Revenue for testing fixes to semi-annual changes to the personal property billing program.
- Trained staff on purchase setup in ServiceDesk Plus.
- Coordinated technology equipment moves for the Police Department at Timbrook Public Safety Center starting July 18th.
- Continued testing HTML5 for NaviLine.
- Generated property owner information for water meter project notices, Phase 10 and 11.
- Created datasets to be displayed on sewer root control and collection main maps.
- Updated zoning road index map.
- Received engineering division's GPS Data Collector unit from Caron East.
- Created script to populated Unique ID in address and street centerline datasets.
- Adjusted spatial view query so that all parcels boundaries are displayed on public facing sites.
- Published 2014 cached imagery basemap on public facing server.

Help Desk Requests	Count	Closed
Account Management	14	10
Applications	21	25
GIS	4	5
Hardware	12	17
Information Only	0	1
Infrastructure	4	5
No Action Required	5	6
Not Assigned	9	0
Procurement/Disposal	0	0
Reporting	0	1
Research	-	-
Total	69	70

Communications

- Handled 3 media requests for City information and staff interviews; 5 requests for WPD.
- Uploaded the 2019 Winchester Parking Authority lease agreement to the website.
- Assisted the WFRD and WPD with various social media posts.
- Created a graphic to advertise the upcoming public input sessions for the Comprehensive Plan Update.
- Began working on the design of the FY20 Budget in Brief document.
- Began working on the design of informational materials for the new resident event on July 11.
- Sent the July/August edition of ActivitE-News to over 2,700 subscribers.
- Added July 3rd, 4th, 5th, and 7th-10th road closure information to the website.
- Created a die-cut magnet design for Manufacturing Week invites.
- Edited a 4th of July public safety video to remind residents of safety precautions during the holiday weekend.
- Attended and filmed the *Hog Wild in Winchester* play at the George Washington Museum on July 4th.

Date	City of Winchester News Releases
7/2	City of Winchester announces Comprehensive Plan Update public input sessions - read
	Road closures announced for July 3rd and 4th activities, railroad crossing repairs - read
Date	Segments on WDVM
6/28	Winchester City Council bans some panhandling - watch
6/29	Winchester's pride parade sees growth in second year - watch
Date	Articles in <i>The Winchester Star</i>
6/29	Winchester's 275th anniversary: Henry St. George Tucker
	Runaway teen found and safe
7/1	City embraces equality at 2nd Pride Celebration
	Rockin' Independence Eve to light up city
	City's 'institutional memory' turns 40
7/2	Coloring book guides kids through 275 years of Winchester history
	Drug Court graduates two
	Area schools win state awards
	Choose best day, time to celebrate July 4th holiday
7/3	Mixed-use complex proposed on Hope Drive
	Recycling's future uncertain at convenience site

Date	Articles in <i>The Winchester Star</i>
	Fireworks for the Fourth: Where and when to celebrate this Independence Day
7/5	Thousands crowd downtown for Rockin' Independence Eve
	City invites public to Comprehensive Plan update process input sessions